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26 JUL 1972

MEMORANDUM FOR : Chief, Executive Staff

SUBJECT : Annual Management Report

1. Reference is made to your memorandum of 14 July 1972 requesting information on Subject to be submitted as an interim report by close of business, 26 July 1972. A copy of our work to date is attached and pertains only to Section II, per discussions with  on 25 July 1972.

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2. Problems encountered during preparation of this report fall into two categories, as follows:

(a) Problems of relating IOS operational procedures and practices to the wording of the report guidelines which is oriented toward DDP terminology and operational structure.

(b) Doubt as to any requirement to relate this FY 73 report to FY 72 report on a goal by goal basis rather than conform to guidance stating only significant goals are to be included in this years product.

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Deputy Director of Security (IOS)

Attachments

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PRIORITY IMPROVEMENT PROJECTS

1. Elimination of unproductive National Agency Name Checks.
2. Scheduling of HISC (formerly HCUA) Name Check as requisite part of certain investigations.
3. (a) HISC Name Check was formerly scheduled as one of the required National Agency Name Checks in cases processed under EO 10450 and DCID 1/14. This procedure was discontinued and HISC Name Check is no longer being scheduled.  
(b) A survey was conducted and reflected that the HISC Name Check was either nonproductive or that the information contained therein was available through other National Agency Name Checks.  
(c) A value analysis proved very effective in arriving at the decision to eliminate this check.

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PRIORITY IMPROVEMENT PROJECTS

1. Curtailment of Credit Checks.
2. Scheduling of Credit Checks in all areas of residence or employment of Subject of investigation.
3. (a) Credit Checks were formerly scheduled on Subjects in all areas of residence or employment for the most current 15 years of their lives or from age 18, whichever was shorter. This procedure was discontinued and selective Credit Checks are now normally being scheduled on individuals 21 years of age or older and then only one check will be scheduled at the individual's current or longest residence.
- (b) Subsequent to the passage of PL 91-508 (Fair Credit Reporting Act), a survey was conducted which revealed that the quality and quantity of information being furnished by Credit Bureaus had deteriorated to a great extent. In addition, the cost of these checks were rising. It is estimated that by scheduling selective Credit Checks the Office of Security will save approximately 50% of the previous cost for such checks.
- (c) A value and cost effectiveness analysis were instrumental in making a determination in this instance.

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## II PRIORITY IMPROVEMENT PROJECTS

1. Project Title: SA-DD/IOS/[ ] 25X1
2. Project Function: Reassignment of responsibilities.
3. Summary Statement of Improvement Approach:
  - (a) The responsibilities of the SA-DD/IOS/[ ] were re-assigned to the Chief, CI/CE Branch, Operational Support Division. 25X1
  - (b) This action was a result of a reduction of authorized positions for IOS and a proposal for better management and more efficient use of personnel in the CI/CE Branch.
  - (c) A value and cost effectiveness analysis were instrumental in making a determination in this instance.

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## II PRIORITY IMPROVEMENT PROJECTS

1. Project Title: Screening of Operational Support Requests
2. Project Function: Determine feasibility or necessity of operational support requests.
3. Summary Statement of Improvement Approach:
  - (a) Advise requestors on best means and methods of effecting desired support action.
  - (b) Past experience has shown that many operational support requests can be more efficiently and expeditiously handled by the requestors themselves or by other appropriate Agency components.
  - (c) This program affords a realistic insight into the value of certain operational support requests and has significantly curtailed the acceptance of action not germane to the mission of the Operational Support Division.

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